



**Calvin, Giordano & Associates, Inc.**  
E X C E P T I O N A L   S O L U T I O N S

**NOW HIRING**  
**Assistant to the Municipal Clerk of Court**

**Essential Duties & Responsibilities:**

This is a deputy clerk position working directly for the Municipal Clerk of Court for the City of Dunwoody and supporting all functions thereof.

Duties include assisting with the preparation of the Court Docket. Assuring that all tickets and paperwork are ready for the Court. Maintaining records of dispositions and court related files. Assisting the public by providing information relating to tickets received and court dates. Maintaining all paper-based and electronic files applicable to the Municipal Court.

Regular attendance and punctuality are essential requirements of the job.

Candidate should possess knowledge of standard policies, procedures, programs and services in municipal court. Knowledge of state laws, practices and procedures relating to municipal court. Ability to comprehend, interpret and explain adopted codes, ordinances and policies that relate to City operations and programs. Ability to work independently; ability to work under pressure; ability to follow verbal and written instructions; ability and willingness to maintain confidentiality; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Skill in operating a personal computer, typewriter, and/or word processor and other office machines; and skill in organizing, compiling, and recording information.

**Minimum Requirements:**

High school graduate or equivalent; minimum two (2) years of experience in court operations, Georgia Municipal Courts preferred; an equivalent combination of education and experience may be acceptable.

**How to Apply:**

Email resume & salary requirements to:  
[jobs@calvin-giordano.com](mailto:jobs@calvin-giordano.com)

For questions please contact:  
Roma Rowland, SPHR  
Director of Human Resources at 678-382-6710 or 954-921-7781

**[www.calvin-giordano.com](http://www.calvin-giordano.com)**